



P.O. Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Arnold Schwarzenegger,
Governor

CLASSIFICATION: **Accounting Officer Specialist**
 Perm Full Time

POSITION LOCATION: **Health and Human Services Data Center**
 Sacramento, CA 95816

Free Parking

SALARY: **\$3589-\$4363**

Duties/Responsibilities:

Under the general direction of an Associate Accounting Analyst (lead), the Accounting Officer (Specialist) is responsible for utilizing technical expertise and analytical skills in the Accounts Payable Section of the HHSDC Accounting Office. Specific responsibilities include overseeing the entire payment process on a variety of invoices, working with mainframe and personal computer systems, and conducting research to ensure the validity of invoices. Works closely with internal/external customers, administration staff, and control agencies. In addition, the Accounting Officer (Specialist) maintains financial record coding corrections, performs system download/dumps of data for expenditure reporting, and maintains encumbrance controls and reports. The incumbent must have a strong accounting background, analytical skills, organizational and communication skills, work independently, ability to make recommendations for problem resolution, and ability to create ADHOC reports as needed.

Desirable Qualifications:

- Knowledge of PeopleSoft accounting system
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of governmental accounting policies, guidelines and regulations
- Knowledge of personal computer and programs
- Ability to work independently and with others in a team environment
- Ability to conduct research, perform analysis and logical conclusions
- Ability to interact with all levels of staff and customers
- Ability to work on multiple tasks
- Excellent oral and written communication skills
- Good attendance and maintain a good attendance record
- Be dependable and meet goals

Who May Apply:

- HHSDC employees who are at or have lateral transfer eligibility to Accounting Officer Specialist classification. (Please indicate your eligibility in box 12 of your eligibility)
- Persons who have list eligibility. (If applicable, please indicate your list eligibility in box 12 of your application.)



P.O. Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Arnold Schwarzenegger,
Governor

- SROA/Surplus candidates are encouraged to apply. (f applicable, please include a copy of your surplus letter and indicate in box 12 of your application if you are an SROA/Surplus candidate)

Inquiries regarding this position may be directed to Kathy Perry at (916) 739-7917.

How to Apply:

Submit a State of California STD. 678 application.
Please reference RPA # 05-186 on your application.

**APPLICATIONS RECEIVED WITHOUT RPA # 05-186 REFERENCED WILL BE
CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.**

Final Filing Date: Until Filled

Submit applications to:
Health and Human Services Data Center
Human Resources Branch
Attention: RPA # 05-186
P.O. Box 168025
Sacramento, CA 95816